Northwest Regional Fire Training Center Authority

Audit Report

For the Year Ended September 30, 2006

Auditing Procedures Report

Issued	unde	r P.A.	2 of 1968, as	s amended ar	nd P.A. 71 of 191), as amended.				
Loca	Local Unit of Government Type						Local Unit Name	Northwest Regional	County	
	Coun		□City	□Twp	∐Village	X Other	Fire Tra	aining Center Auth		
Fisc	al Yea				Opinion Date			Date Audit Report Submitted to State		
		9/3	30/06		2/9/	07		3/28/07		
Wea	affirm	i that	:							
We a	are ç	ertifie	ed public a	ccountants	s licensed to p	ractice in M	lichigan,			
We f Man	urthe agen	er affi nent	irm the folk Letter (rep	owing mat ort of com	erial, "no" res ments and rec	onses hav commendati	e been disclose ons).	d in the financial statements, incl	uding the notes, or in the	
	YES	9	Check each applicable box below. (See instructions for further detail.)							
1.	Ø		All requir reporting	ed compor entity note	nent units/fundes to the finan	ds/agencies cial stateme	of the local uni ents as necessa	t are included in the financial stat rry.	ements and/or disclosed in the	
2.	X		There are (P.A. 27	e no accun 5 of 1 980)	nulated deficit or the local u	s in one or i	more of this uni	t's unreserved fund balances/unro dget for expenditures.	estricted net a ssets	
3.	X							counts issued by the Department	of Treasury.	
4.	Ø				idopted a bud			, ,	,	
5.	Ø		A public I	hearing on	the budget w	as held in a	ccordance with	State statute.		
6.	X						Finance Act, ar and Finance Di	n order issued under the Emerger vision.	cy Municipal Loan Act, or	
7.	\boxtimes							enues that were collected for ano	ther taxing unit	
8.	<u></u>							vith statutory requirements.		
9.	Ø		The local	unit has n	io illegal or un	authorized e	expenditures th	at came to our attention as define (see Appendix H of Bulletin).	ed in the <i>Bulletin for</i>	
10.	Ø		There are	e no indica not been	itions of defalo	ation, fraud mmunicated	or embezzleme to the Local Au	ent, which came to our attention out adit and Finance Division (LAFD). ader separate cover.	during the course of our audit If there is such activity that has	
11.	X		The local	unit is free	e of repeated	comments f	rom previous ye	ears.		
12.	×		The audit	t opinion is	UNQUALIFIE	ED.				
13.	囟				omplied with (g principles (0		GASB 34 as m	nodified by MCGAA Statement #7	and other generally	
14.	X		The boar	d or counc	il approves al	invoices pr	ior to payment	as required by charter or statute.		
15.	X		To our kn	owledge, i	bank reconcili	ations that v	vere reviewed v	vere performed timely.		
inclu des	If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.									
I, th	e uno	dersi	gned, certi	fy that this	statement is	complete ar	nd accurate in a	ili respects.		
We	have	e end	losed the	following	3 :	Enciosed	Not Required (enter a brief justification)		
Fina	ancia	l Sta	tements				8			
The	lette	er of (Comments	and Reco	mmendations					
Other (Describe)										

The letter of Comments and Recommendations

Other (Describe)

Certified Public Accountant (Firm Name)

Tobin & Co., P.C.

Street Address

Gity

Traverse City

MI

49686

Authorizing CPA Signature

DAVIO L. BASLER

Iloio134 18

Table of Contents

INTRODUCTORY SECTION	
Comments and Recommendations	4 - 5
FINANCIAL SECTION	
Accountant's Report	7
Basic Financial Statements:	
Statement of Net Assets	8
Statement of Activities	9
Balance Sheet – Governmental Funds	10
Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds	11
Notes to Basic Financial Statements	12 - 17
Required Supplementary Information:	
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual	
1 – General Fund	19 - 20
2 – Grant Fund	21

INTRODUCTORY SECTION

Comments and Recommendations

In connection with our audit of the financial statements of the Northwest Regional Fire Training Center Authority, for the year ended September 30, 2006, we submit the following comments and recommendations. This section is intended to take the place of a separate management letter.

General

The records were maintained by the Training Center's contractual accountant. Bank accounts were reconciled monthly, journals and ledgers were properly posted, and supporting documents and follow-up procedures were good. Monthly financial and budget status reports were presented to the Board. Your accountant's efforts in this area are commendable.

Budgets and Procedures

The procedures utilized in budget preparation, adoption and management were good. Budgets were adopted for the General Fund and Grant Fund. One cost center of the General Fund exceeded its expenditure appropriations for the audit year. See Note 2.

Capital Assets

The Training Center owns buildings and furniture and equipment located on land leased from the Fair Association. The balances in the capital assets reflect September 30, 2006 balances. A statement of changes in capital assets is presented in Note 4.

Insurance and Bonds

The Training Center has insurance coverage for fire, liability, automobile, equipment and crime. Coverage was reviewed during the audit year. It is our understanding that there is surety bond coverage for the Training Center coordinator, treasurer and secretary.

Board Minutes

Board minutes were maintained in good order.

General Fund

For the audit year, revenues exceeded expenditures by \$16,565, and the fund balance was \$28,828 at September 30, 2006.

Comments and Recommendations

Grant Fund

This fund was established to account for grants and donations for construction and equipping of Training Center facilities. For the audit year, expenditures exceeded revenues by \$8, and the fund balance was \$2,993 at September 30, 2006.

Other Data

After the completion of our audit, we will submit two (2) copies of this report to the State Department of Treasury.

We appreciate the courtesy extended our field auditor in the course of this examination. Your confidence is respected, and please contact us if any questions arise.

FINANCIAL SECTION

REPORT OF INDEPENDENT AUDITOR

Northwest Regional Fire Training Center Authority Traverse City, MI 49686

We have audited the accompanying financial statements of the governmental activities and each fund of Northwest Regional Fire Training Center Authority as of and for the year ended September 30, 2006, which collectively comprise the Center's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Training Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Northwest Regional Fire Training Center Authority at September 30, 2006, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedules, as identified in the Table of Contents are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. The supplemental information has been subjected to the auditing procedures applied to the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not present a Management's Discussion and Analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.

Tobin & Co., P.C.

Toling Co, RO.

February 9, 2007

Northwest Regional Fire Training Center Authority

Statement of Net Assets

September 30, 2006

	Primary Government Governmental Activities and Total
Assets	
Cash	\$ 39,781
Accounts Receivable	245
Capital Assets	
Other Capital Assets, Net of Depreciation	<u>675,335</u>
Total Assets	715,361
<u>Liabilities</u>	
Liabilities:	
Accounts Payable	4,305
Deferred Revenues	3,900
Lana taum Linkilitian	
Long-term Liabilities:	1,500
Due within one year	843
Due in more than one year	<u> </u>
Total Liabilities	10,548
Net Assets	
Invested in Capital Assets	672,992
Restricted For:	0.005
Grant Purposes	2,993
Unrestricted	28,828
Total Net Assets	<u>\$ 704,813</u>

Northwest Regional Fire Training Center Authority

Statement of Activities

For the Year Ended September 30, 2006

			Program Revenues					
Functions/Programs	<u>Ex</u>	penses		ges For	Oper Grant <u>Contri</u>	_		Total
Governmental Activities:								
Personnel	\$	8,397	\$	-	\$	-	\$	(8,397)
Commodities		18,370		-		-		(18,370)
Contractual Services		32,093		-		-		(32,093)
Other Charges		40,307		1,700				(38,607)
Total Governmental								
Activities	<u>\$</u>	99,167	<u>\$</u>	<u>1,700</u>	<u>\$</u>	_		(97,467)
	Gen	eral Revei	nues:					
	Cl	narges for	Servic	es				96,220
	O	perating G	rants					3,201
	U	nrestricted	Invest	ment Eari	nings			405
		iscellaneo			-			95,795
	Tota	al General	Reven	ues				195,621
	Cha	nge in Net	Asset	S				98,154
		Assets – E					_	606,659
	Net	Assets – F	Ending				<u>\$</u>	704,813

Northwest Regional Fire Training Center Authority

Balance Sheet

Governmental Funds

September 30, 2006

Assets	<u>General</u>	Grant Fund	Total
Cash in Bank Accounts Receivable	\$ 36,788 245	\$ 2,993 	\$ 39,781 245
Total Assets	37,033	2,993	40,026
Liabilities and Fund Balances			
Liabilities: Accounts Payable Deferred Revenues Total Liabilities	4,305 3,900 8,205	- 	4,305 3,900 8,205
Fund Balances: Restricted Unrestricted Total Fund Balances	28,828 28,828	2,993 	2,993 28,828 31,821
Total Liabilities and Fund Balances	\$ 37,033	\$ 2,993	,
Amounts reported for governmental activities are different because:	s on the statement	of net assets	
Capital assets used in governmental activit therefore are not reported in the funds.	675,335		
Long-term liabilities do not use current finant not reported in the funds.	ancial resources ar	nd therefore are	(2,343)
Net Assets of Governmental Activities			\$ 704,813

Northwest Regional Fire Training Center Authority

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Year Ended September 30, 2006

	_ <u>G</u>	eneral	Gran	t Fund_		Total
Revenues Training Class Fees	\$	96,220	\$	_	\$	96,220
State Reimbursements	Ψ	3,201	Ψ	_	Ψ	3,201
Membership Fees		11,400		_		11,400
Interest		405		_		405
Rents		1,700		_		1,700
Other		84,395				84,395
Total		197,321		_		197,321
Expenditures						
Personnel		8,397		-		8,397
Commodities		18,362		8		18,370
Contractual Services		32,093		-		32,093
Other Charges		17,191		-		17,191
Capital Outlay		101,713		-		101,713
Debt Service		3,000				3,000
Total		180,756		8		180,764
Excess Revenues (Expenditures) and						
net Change in Fund Balances		16,565		(8)		16,557
Fund Balance - Beginning of Ycar		12,263		3,001		
Fund Balance - End of Year	<u>\$</u>	28,828	<u>\$</u>	2,993		
Governmental funds report capital outlays as exstatement of activities the cost of those assets are reported as depreciation expense. This is to exceeded depreciation in the current year.	over	their estim	nated us	seful lives	ays	78,597
•	1		. 1.0	1 1 .		
Repayment of note principal is an expenditure in the repayment reduces long-term liabilities in						
is the amount of repayment during the period		tatement o	i net as	ssets. This		3,000
Change in Net Assets of Governmental Activiti	ies				<u>\$</u>	98,154

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2006

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Training Center's basic financial statements include the accounts of all Training Center operations. The criteria for including organizations within the Training Center's reporting entity, as set forth in GASB No. 14, "The Financial Reporting Entity" includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included.

Based on the above criteria, there are no other organizations included in these financial statements.

B. Basis of Presentation

The government-wide financial statements (the statement of net assets and the statement of changes in net assets) report information on all of the activities of the Training Center. Governmental activities are supported by taxes and intergovernmental revenues and are reported separately from business-type activities, which rely, to a significant extent, on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Other items not properly included among program revenues are reported instead as general revenues.

The financial activities of the Training Center are also reported in separate self-balancing funds described as follows:

<u>General Fund</u> – This Fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Training Center. Revenues are derived primarily from intergovernmental revenues from the other entities served by the Training Center.

Special Revenue Grant Fund

This Fund is used to account for donations and grants from various entities to build and equip new facilities.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2006

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e. when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for recognition of all Training Center Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received.

D. Budgets

The General Fund and Special Revenue Fund are under formal budgetary control. Budgets shown in the required supplementary schedules for these funds were prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consist only of those amounts contained in the formal budget approved and amended by the Training Center.

For budgetary purposes appropriations lapse at fiscal year end.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2006

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Capital Assets

Capital assets, which includes property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest is capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of \$5,000 or more and over one year of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives of each asset are determined by management.

F. <u>Use of Estimates</u>

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

- A. We noted no violations of legal provisions and/or contractual provisions of various agreements related to financial matters.
- B. All funds had positive fund balances at September 30, 2006.
- C. Public Act 621 of 1978, Section 18, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year ended September 30, 2006, the Capital Outlay cost center of the General Fund exceeded its budget by \$813 without formal amendment by the Board.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2006

NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS

A. <u>Legal Provisions for Deposits and Investments</u>

Act 20, Public Acts of 1943, as amended by Act 217, Public Acts of 1982, and Act 196, Public Acts of 1998, states that the Board, by resolution, may authorize the Treasurer to invest surplus funds as follows:

- 1. In bonds, securities, and other direct obligations of the United States or an agency or instrumentality of the United States.
- 2. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution but only if the financial institution complies with subsection (2).
- 3. In commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after date of purchase.
- 4. In repurchase agreements consisting of instruments defined in (1) above.
- 5. In bankers' acceptances of United States Banks.
- 6. In obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- 7. In mutual funds registered under the investment company act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in Michigan.

B. Types of Deposits and Investments

The Training Center had \$44,737 deposited with local banks at September 30, 2006 with a carrying value of \$39,781. Interpreting the FDIC insurance coverage, \$100,000 per demand deposit account and \$100,000 per time deposit account in each depository, the Training Center had no uninsured deposits at September 30, 2006.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2006

NOTE 4 - CAPITAL ASSETS

Capital assets of governmental activities consisted of the following:

	09/30/05	_Additions_	Deletions	09/30/06
Buildings & Improvements Equipment	\$ 865,100 5,943	\$ 94,959 <u>6,754</u>	\$ <u>-</u>	\$ 960,059 12,697
Total	871,043	101,713	-	972,756
Accumulated Depreciation	(274,304)	(23,116)	=	(297,420)
Total	\$ 596,739	<u>\$ 78,597</u>	<u>\$</u>	\$ 675,336

On the statement of activities, all depreciation is recorded as direct expense in Other Charges.

NOTE 5 - LONG-TERM DEBT

Long-term debt at September 30, 2006 consisted of a non-interest bearing installment note payable to another local unit of government. Payments on this debt were \$3,000 for the fiscal year.

Maturities of long-term debt to completion are as follows:

Year Ending September 30,	
2007	\$ 1,500
2008	843
	\$ 2.343

NOTE 6 - INVENTORIES

The Training Center does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items are recorded as expenses at time of purchase.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2006

NOTE 7 - LEASED EMPLOYEE

The Training Center's Coordinator is currently leased from the Grand Traverse Fire Department – Metro Division, reimbursing that Division on a monthly basis for salary and all related employment taxes and benefits.

NOTE 8 – RISK MANAGEMENT

The Training Center is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and firefighters; and natural disasters. During the audit year the Department addressed these risks through the purchase of commercial insurance. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

NOTE 9 - COMPENSATED ABSENCES

Full-time Training Center leased employees earn vacation leave, which may either be taken or accumulated, with a maximum carryover to a succeeding year of 5 days until paid upon termination or retirement. Training Center employees earn personal leave which may either be taken or accumulated and carried over to a maximum of 24 days. Unused accumulated sick leave shall be paid to the employee upon termination or retirement.

NOTE 10-CONTINGENT LIABILITIES

Training Center officials are not aware of any contingent liabilities.

NOTE 11-OPERATING LEASE

The Training Center leases the land on which its buildings are located from the Northwest Michigan Fair Association for \$1 plus other considerations. The lease expires December 31, 2006, and the entities are operating on a month-to-month agreement while negotiating a new long-term lease.

NOTE 12-ECONOMIC DEPENDENCY

The following customers accounted for over 10% of training class fee and membership revenues:

Grand Traverse Fire Dcpt. – Rural Division \$23,987 Grand Traverse Fire Dept. – Metro Division \$17,065

SUPPLEMENTAL DATA SECTION

Northwest Regional Fire Training Center Authority

Schedule 1 Page 1

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

For the Year Ended September 30, 2006

<u>Revenues</u>	Original Budget	Final <u>Budg</u> et	<u>Actual</u>	Variance Favorable (<u>Unfavorable)</u>
Training Class Fees State Reimbursements Membership Fees Interest Rents Other	\$ 40,000 6,000 7,500 50 2,500 5,000	\$ 79,000 6,000 10,800 50 2,500 87,900	\$ 96,220 3,201 11,400 405 1,700 84,395	\$ 17,220 (2,799) 600 355 (800) (3,505)
Total Revenues	61,050	186,250	197,321	11,071
Expenditures				
Personnel: Leased Employees			8,397	
Total	8,451	8,451	8,397	54
Commodities: Office Supplies Training Materials Postage Other Supplies Computer Support	- - - -	- - - -	152 14,049 49 3,047 1,065	- - - -
Total	8,375	18,675	18,362	<u>313</u>
Contractual Services: Instructors Printing and Publishing Accounting and Audit Class Help Telephone	- - - -	- - - -	22,697 113 3,500 5,410 373	- - - -
Total	<u>27,100</u>	36,100	32,093	4.007

Northwest Regional Fire Training Center Authority

Schedule 1 Page 2

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

For the Year Ended September 30, 2006

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Expenditures (Continued)				\ <u></u>
Other Charges: Insurance Public Utilities Building Repair & Maint.	- - -	- - -	5,904 4,799 4,762	- - -
Grounds Repair & Maint.	_	<u>-</u> -	1,726	
Total	<u>16,300</u>	<u> 18,000</u>	17,191	809
Capital Outlay: Buildings Equipment	- -	<u>-</u>	94,959 <u>6,754</u>	-
Total	2,000	100,900	101,713	<u>(813</u>)
Debt Service:				
Loan Repayment	1,500	3,000	3,000	
Total	1,500	3,000	3,000	
Contingency	500	4,300		4,300
Total	500	4,300		4,300
Total Expenditures	64,226	189,426	<u> 180,756</u>	8,670
Excess Revenues (Expenditures) (1)	<u>\$ (3,176)</u>	<u>\$ (3,176)</u>	16,565	\$ 19,741
Fund Balance - Beginning of Y	'еаг		12.263	
<u>Fund Balance</u> – End of Year			\$ 28,828	

(1) Budgeted from fund balance

Northwest Regional Fire Training Center Authority

Schedule 2

Statement of Revenues, Expenditures and Changes in Fund Balance

Grant Fund

For the Year Ended September 30, 2006

		Original and Final		Variance Favorable
Revenues		Budget	Actual	(<u>Unfavorable)</u>
Total Revenues		<u>\$ 5</u>	<u>\$</u>	<u>\$ (5)</u>
Expenditures				
Commodities – Other Capital Outlay – Building Improvements		3,800	8	(8) 3,800
Total Expenditures		3,800	8	3,792
Excess Revenues (Expenditures)	(1)	<u>\$(3,795)</u>	(8)	<u>\$ 3,787</u>
Fund Balance - Beginning of Year			3,001	
Fund Balance – End of Year			\$ 2,993	
(1) Pudgatad from fund balance				

(1) Budgeted from fund balance